

CONFIDENTIAL

16 MAR 1973

MEMORANDUM FOR: Director of Security

SUBJECT : Reorganization Proposal

REFERENCES : (a) Memo to D/S fr C/A&TS dtd 12
Dec 1972, subject: Personnel
Reductions
(b) Memo to D/S fr A/C/ExecStaff dtd
19 Dec 72, subject: Possible
Reorganization of the Exec. Staff

1. References (a) and (b) have been reviewed in conjunction with other needs of the Office of Security and the following proposal is submitted as a combination of all the others which I feel would streamline management functions within the Office of Security:

(a) EPD would be eliminated as an organizational component within the Office of Security and the positions and functions would be transferred as follows:

- 25X1A
- (1) GS-15 position C/EPD would be abolished.
 - (2) Security policy matters coordination would be transferred to the position in the SSC now occupied by [REDACTED]
 - (3) GS-13 position and GS-07 Secretary position now responsible for USIB matters to be transferred to SSC with functions. (Secretary slot should probably be downgraded at a later date)

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(4) GS-13 Records Management position and GS-06 Secretary position to be transferred to SR&CD with function and to assume additional function of responsibility for the Microfiche Program.

(5) GS-07 Secretary position to be transferred to A&TS as a Logistics Assistant position (to be filled by [REDACTED])

(6) GS-14 Deputy Chief, EPD position to be transferred to A&TS as Planning Officer position.

(b) Concurrent with this action the following action should be taken within A&TS:

(1) GS-11 Log Officer position would be abolished.

(2) A&TS would assume all planning and reports functions except security policy functions.

(3) Deputy Chief, A&TS will be upgraded from 14 to 15.

(4) Chief, Budget & Fiscal Branch will be upgraded from 13 to 14.

(5) Chief, Personnel Branch will be upgraded from 13 to 14.

(6) Chief, Logistics Branch will be upgraded from 12 to 13.

(c) In addition to the above it is still felt to be in the interest of management improvement to abolish the Special Assistant to the DD/IOS GS-14 position and transfer all administrative responsibilities for IOS to A&TS and the operational responsibilities to A/DD/IOS for possible redelegation to C/ID or C/OSD as appropriate.

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2. The net result of the above actions would be the deletion of three (3) positions from the Office of Security T/O and the transfer of two (2) positions to the Microfiche Program which now has one person assigned to it on an overage basis.

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Chief, Administration and Training Staff

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, A&TS
 4E-69 Headquarters

EXTENSION

6200

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Security
 4E-60 Headquarters

16 MAR 1973

D/OS -
When you have read attached I would like to discuss paper which I have regards SR&CD requesting full-time microfiche system be approved.

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11.

12.

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14.

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